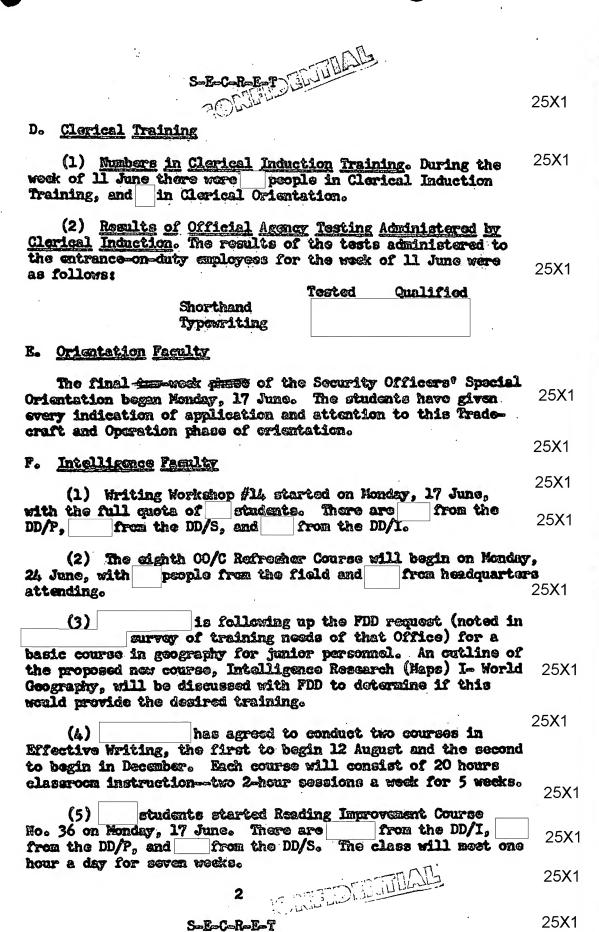


19 June 1957

MEMORANDUM FOR: Chief, Plans and Policy	
SUBJECT : Intelligence School Week 13 June through 19 June	Document No.  Report #251: Class. []  1957 Parland 1  Class. Changel To: To S  Author ATT 172
I. SICNIFICANT ITEMS:	Date: 3-10-79 By: 44-
Clerical Training moved to 101 15 June. Classes ran all the pres schedule Monday, 17 June. For the Clerical Training are being carrie	ious week, and ran again on first time, all phases of
II. OTHER ACTIVITIES:	
A. Office of the Chief, Intellige	nce School 25X1
(1) In conference with DDTR a Wage and Classificate agreed to a workable pattern of all recommendation will be forwarded to is presently studying the organization of the DDTR.	tion Division, O/Pers., ots and grades for IS. His to the Management Staff, which
B. OTR Orientation Officer	
(1) persons came to the 17 June. New personnel have come but as of this week were not yet o	
(2) will be away next two weeks. He has been unwel by the doctor as a probable major Only the minimum programs will be duction, if the size of the group Briefing.	cause of the difficulty. carried on: the CIA Intro-
C. Management Training	<del>-</del> 5/
(1) Basic Management #36 begs	ucting the class this week; &, after the end of the
mandere to all an emphase managed appropriate an emphase appropriate and emphase of	



25X1



(6) The students who completed Reading Improvement Cource No. 35, the second experimental 31-cock, two-hour-1day course, cheered excellent improvement. Like the students of the first apprincated section, they favored the shorter duration course. A complete report will be made, when both ecetions have been retested, by the first of August.

25X1

## Adadmictrative Training

25X1

(1) A disputch and cable presentation for the Comptrollorge Oximes has been arranged for 9 - 11 July and will be run Lucia aol scarcitary-stemographers. This presentation will be run with a full day for cables and a full day for dispatches. The proctico work will be critiqued on 11 July from 9:00 A. N. to 12:30 P. M. The lecturing and practice work has been contended Aron a half day to a whole day as it was found on the first ruming that this presentation was not a refresher as the condicate had a limited baseledge of the organizational structours of the DD/S and the DD/P and hence could not proportly understand suthenticating, coordinating and releasing officers. In addition to this, the majority in this group did not understand routing, special and sangitive indicators and code docimations as applicate ocable and dispatch communications. For this reason, it is believed that this type of presentation must be such some basic and compreheasive than that given in Operations Support and Administrative Procedures, there students have had the benefit of lectures on organization and related නෙව්මුමැල්ගම

25X1

(2) The running of Budget & Finance Procedures #3 has beca teatatively set for July 8 - 19 inclusive. are preparing to teach the new Class B reporting ersta in this running. The new system is expected to take effect by the time these students reach the field, and O/Compt. had remorted that the now system be taught.

25X1

25X1

(3) Saveral files were reviewed to leaste a replacement recently returned ror from her second eversess post, was interviewed and accepted for this postiler.

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## Personal Hotes

went on sick leave 20 June, for a series (1) of clinical tests and diagnosis.

(GOLDE DEMILLAS

S-E-C-R-E-T

	SECRE	25X1
	COLUMN	. 25X1
(2) Assistant, Clerica	has assumed duties as Training I Induction, replacing	25 <b>X</b> 1
(3) In June due to the	was called to Chicago on Monday, death of his father.	25 <b>X</b> 1
(4) the death on Tuesda	is on annual leave because of my, 18 June, of her father.	25 <b>X</b> 1
	started two-weeks'  Eassell Air Force Base to take the Reserve on Course at the Command and Staff School.	25X1
(6)	is on outended annual leave.	25 <b>X</b> 1
(7) 25 <b>June</b> 。	is on annual leave until Monday,	207(1
(8)	is on annual leave, touring the West	25X1
, ,	burn about 15 July.	25 <b>X</b> 1
(9) at Princeton 15-16	attended the 25th reunion of his class June.	

Chief, Intelligence School

25X1

